



National
Aeronautics and
Space
Administration

Files Survey Record

DATE PREPARED

1. NAME OF OFFICE (Include mail suite)

2. REPORTED BY (Name, extension, and room number)

3. LOCATION OF FILES (Room number)

4. TITLE OF FILES

5. INCLUSIVE DATES

6. DESCRIPTION OF FILES (Summary of contents, purpose, relation to what program or function)

7. NUMBER OF FILE DRAWERS/SHELVES

TYPE	NUMBER	TYPE	NUMBER	TYPE	NUMBER
A. LEGAL		C. LEGAL, LATERAL		E. SHELVES OR BOOKCASES	
B. LETTER		D. LETTER, LATERAL			

8. TYPE OF FILES (Check one)

- | | | |
|---|---|---|
| <input type="checkbox"/> A. CASE OR PROJECT FILE | <input type="checkbox"/> C. TRANSITORY CORRESPONDENCE | <input type="checkbox"/> E. EXTRA COPY CONVENIENCE FILE
(Reading, suspense, follow-up, etc.) |
| <input type="checkbox"/> B. SUBJECT FILE
(Attach list of subject topics) | <input type="checkbox"/> D. TECHNICAL REFERENCE FILE | <input type="checkbox"/> F. SPECIAL TYPES (Maps, photographs,
tab cards, index cards, etc.) |

9. ARRANGEMENT OF FILES

(Check appropriate block. If more than one arrangement pattern, number blocks to show first breakdown, second breakdown, etc.)

- | | |
|---|---|
| <input type="checkbox"/> A. NASA AGENCY FILING SCHEME, NPG 1441.1 | <input type="checkbox"/> B. OTHER (Specify alphabetical, chronological, geographical, numerical,
etc. Attach listing.) |
|---|---|

10. ARE COPIES OF DOCUMENTS KEPT IN THESE FILES AVAILABLE ELSEWHERE? (If YES, explain where)

- | | |
|------------------------------------|-----------------------------|
| <input type="checkbox"/> YES _____ | <input type="checkbox"/> NO |
|------------------------------------|-----------------------------|

11. HOW OFTEN ARE THE FILES USED?

- | | | |
|---|--|---------------------------------|
| <input type="checkbox"/> OFTEN (More than once a month per file drawer) | <input type="checkbox"/> SELDOM (Less than once a month per file drawer) | <input type="checkbox"/> RARELY |
|---|--|---------------------------------|

12. DISPOSITION AUTHORITY (Schedule and item number and disposition instruction, if any)

13. NUMBER OF YEARS FILES ARE NEEDED TO CONDUCT CURRENT BUSINESS

- | | | | |
|---------------------------------|----------------------------------|----------------------------------|--|
| <input type="checkbox"/> 1 YEAR | <input type="checkbox"/> 2 YEARS | <input type="checkbox"/> 5 YEARS | <input type="checkbox"/> OTHER (Specify) _____ |
|---------------------------------|----------------------------------|----------------------------------|--|

14. REMARKS